



*\*Submit expenses within 30 days*  
*\*Include all receipts for items over \$10.00*  
*\*Include a written report on your activity, which will be forwarded to Aspire North REALTORS® leadership.*  
*\*Expenses will not be reimbursed unless approved by Aspire North REALTORS® Leadership.*

## Expense Report

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Purpose of expense: \_\_\_\_\_

Date	Description	Transportation/Mileage	Lodging	Meals	Registration Fees/Other	Total
Column Totals						
Subtotal						
Less cash advanced						
Total owed to you						
Total due						

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Receipts must be attached to expense form. A written report must accompany this form.

